



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

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May 12, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

11 May 19, 2015


PATRICK OZAWA
ACTING EXECUTIVE OFFICER

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by restoring a classification, by deleting classifications, by implementing the Mental Health Clinical Manager Study, by further implementing the Ambulatory Care Network Study, by implementing the Emergency Medical Services (EMS) Programs reorganization, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to delete five (5) non-represented classifications, to restore one (1) represented classification, to reclassify 85 positions to implement the results of Mental Health Clinical Manager Study, to reclassify five (5) positions in the Department of Health Services to further implement the results of the Ambulatory Care Network Study, to reclassify 17 positions in the Department of Health Services as a result of the EMS Programs reorganization, and to reclassify 26 positions to implement results of classification studies in the departments of Auditor-Controller, Child Support Services, County Counsel, Fire, Health Services, Medical Examiner-Coroner, Mental Health, Parks and Recreation, Public Library, Public Works, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommended actions in a timely

manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B, C, D, and E). This is a primary goal of the County's classification system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Restored Classification

We are recommending the restoration of the Supervising Nursing Attendant (5103) classification to the County Classification Plan (Attachment A), which was approved by the Board for deletion in a December 4, 2012 Countywide Classification Actions Board letter. The Supervising Nursing Attendant classification is being restored as a result of a recent allocation to the Department of Health Services as part of the Nursing Staffing Plan. The Employee Relations Commission (ERCOM) has approved the restoration of this represented class.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of five (5) non-represented classifications and three (3) represented classifications (Attachment A). The Employee Relations Commission (ERCOM) has approved the deletion of the represented classifications. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Mental Health – Clinical Manager Study

We are recommending the reclassification of 85 positions as part of the final phase of the Clinical Manager Study in the Department of Mental Health (Attachment B). The Board of Supervisors approved the reclassification of 33 positions on July 15, 2014, as part of the initial phase of this study, subsequent to approving establishment of the Mental Health Clinical Program Manager I, II, and III classifications on March 18, 2014. These classes were established as new classifications for obsolete clinician-manager classes including Division Chief, Program Development, Mental Health and Mental Health Clinical Program Head. The recommended reclassifications are part of a broader departmental management realignment to accommodate the expansion of the department's programs and services resulting from continued implementation of the Mental Health Services Act and the Affordable Care Act.

Health Services – Ambulatory Care Network

In continuing the implementation of the department's Nursing Staffing Plan and individual nurse management and supervisory level position studies, we recommend the reclassification of five (5) positions in the new Ambulatory Care Network within the Department of Health Services (Attachment C). The assigned duties and responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions will be more appropriately classified in the

recommended classes.

Health Services – EMS Programs Division Reorganization

We are recommending the reclassification of 17 positions within the Department of Health Services, Emergency Medical Services (EMS) Programs Division, which is part of the EMS agency (Attachment D). The EMS Programs Division oversees the provision of basic and advanced life support services provided by EMS personnel in prehospital and hospital settings. The positions will be more appropriately classified in the recommended classes. These recommended reclassifications are part of a broader EMS agency reorganization which will be reported to the Board in phases to provide for appropriate position allocations and organizational structure.

Reclassifications

There are 26 positions in 11 departments being recommended for reclassification (Attachment E). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual savings resulting from the reclassifications is estimated to total \$466,052 (all funds). Net County cost is estimated to be \$53,477. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

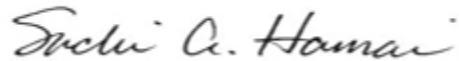
The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI
Interim Chief Executive Officer

SAH:RM:PAC
AE:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Affected Departments

ATTACHMENT A**REPRESENTED CLASSIFICATION RECOMMENDED
FOR RESTORATION TO THE CLASSIFICATION PLAN**

Item No.	Title	Salary Schedule & Level	
5103	Supervising Nursing Attendant	NM	63D

**NON-REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
8714	Assistant Director, Employee Support Services, Sheriff
0890	Contract Analyst, Treasurer and Tax Collector
8617	Deputy Director, Probation
4704	Finance Manager, Mental Health
1898	Personnel Officer, Assessor

**REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
1402	Senior Medical Record Technician
2174	Senior Stenographer
2170	Stenographer

ATTACHMENT B

MENTAL HEALTH CLINICAL MANAGER STUDY

MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Assistant Nursing Director I Item No. 5314A N41 RN11 Non-Represented	1	Mental Health Clinical Supervisor Item No. 9038A N3MW 94E Represented
1	Community Worker Item No. 8103A NR 64B Represented	1	Mental Health Clinical Program Manager II Item No. 4741A NM 109J Non-Represented
2	Consulting Specialist, MD (Per Session) Item No. 5472J N42 FS Non-Represented	1	Mental Health Clinical Program Manager I Item No. 4740A NM 106J Non-Represented
		1	Mental Health Clinical Program Manager III Item No. 4742A N23 S13 Non-Represented
1	Division Chief, Program Development, Mental Health Item No. 4720A NM 112E Non-Represented	1	Mental Health Clinical Program Manager I Item No. 4740A NM 106J Non-Represented
1	Division Chief, Program Development, Mental Health Item No. 4720N NM 112E Non-Represented	1	Health Program Analyst III Item No. 4731N NM 103E Non-Represented

ATTACHMENT B

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Health Program Analyst I Item No. 4727A NM 93F Non-Represented	1	Mental Health Clinical Program Manager II Item No. 4741A NM 109J Non-Represented
1	Mental Health Clinic Program Manager Item No. 4719A NM 109J Non-Represented	1	Mental Health Clinical Program Manager II Item No. 4741A NM 109J Non-Represented
69	Mental Health Clinical Program Head Item No. 4726A NM 109J Non-Represented	20	Mental Health Clinical Program Manager I Item No. 4740A NM 106J Non-Represented
		47	Mental Health Clinical Program Manager II Item No. 4741A NM 109J Non-Represented
		1	Mental Health Clinical Program Manager III Item No. 4742A N23 S13 Non-Represented
		1	Mental Health Clinical Supervisor Item No. 9038A N3MW 94E Represented

ATTACHMENT B

No of Pos.	Present Classification	No of Pos.	Classification Findings
4	Mental Health Clinical Program Head Item No. 4726N NM 109J Non-Represented	2	Mental Health Clinical Program Manager I Item No. 4740N NM 106J Non-Represented
		2	Mental Health Clinical Program Manager II Item No. 4741N NM 109J Non-Represented
2	Mental Health Psychiatrist Item No. 4735A N42 D13 Represented	1	Mental Health Clinical Program Manager I Item No. 4740A NM 106J Non-Represented
		1	Mental Health Clinical Program Manager II Item No. 4741A NM 109J Non-Represented
1	Senior Mental Health Counselor, RN Item No. 5280A N21 RN08 Represented	1	Mental Health Clinical Program Manager I Item No. 4740A NM 106J Non-Represented
1	Supervising Psychologist Item No. 8712A N2M 103D Represented	1	Mental Health Clinical Program Manager II Item No. 4741A NM 109J Non-Represented
85	TOTAL		

ATTACHMENT C**RECOMMENDED RECLASSIFICATIONS FOR
AMBULATORY CARE NETWORK****DEPARTMENT OF HEALTH SERVICES**

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
LAC+USC Healthcare Network	1	Clinical Nursing Director II Item No. 5299A N23 S15 Non-Represented	1	Clinical Nursing Director I Item No. 5298A N23 S13 Non-Represented
ValleyCare Network	1	Supervising Clinic Nurse II Item No. 5330A N21 RN08 Represented	1	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented
	3	Supervising Staff Nurse I Item No. 5338A N21 RN06 Represented	3	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented
Total	5			

EMS PROGRAMS DIVISION REORGANIZATION

HEALTH SERVICES – ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant III Item No. 0889A NM 88A Represented	1	Supervising Clerk Item No. 1174A NMV 68G Represented
1	Assistant Nursing Director, Education Item No. 5287A N41 RN17 Non-Represented	1	Senior Nursing Instructor Item No. 5216A N21 RN09 Represented
1	Emergency Medical Services Assistant Director Item No. 4600A N23 S13 Non-Represented	1	Nursing Director, Administration Item No. 5296A N23 S14 Non-Represented
2	Emergency Medical Systems Program Head Item No. 4596A NM 101G Non-Represented	1	Head, Staff Services Item No. 0934A NM 92F Non-Represented
		1	Senior Contract Program Auditor Item No. 4615A NM 94F Non-Represented
2	Intermediate Typist-Clerk Item No. 2214A NMV 65A Represented	2	Intermediate Clerk Item No. 1138A NMV 64B Represented

ATTACHMENT D

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214N NMV 65A Represented	1	Intermediate Clerk Item No. 1138N NMV 64B Represented
4	Senior Emergency Medical Systems Program Head Item No. 4597A N23 S11 Non-Represented	2	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented
		2	Assistant Nursing Director, Education Item No. 5287A N41 RN17 Non-Represented
1	Senior Emergency Medical Systems Program Head Item No. 4597N N23 S11 Non-Represented	1	Nurse Manager Item No. 5286N N41 RN16 Non-Represented
1	Senior Nursing Instructor Item No. 5216N N21 RN09 Represented	1	Nursing Instructor Item No. 5214N N21 RN07 Represented
1	Senior Typist-Clerk Item No. 2216A NMV 69F Represented	1	Senior Clerk Item No. 1140A NMV 68G Represented
2	Student Professional Worker I Item No. 8243F Flat Hourly Rate Represented	2	Student Worker Item No. 8242F Flat Hourly Rate Represented
17	TOTAL		

ATTACHMENT E

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

AUDITOR-CONTROLLER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Program Specialist II, Auditor-Controller Item No. 0713A NM 98K Non-Represented	1	Program Specialist III, Auditor-Controller Item No. 0714A N38M 103E Non-Represented

The subject Program Specialist II, Auditor-Controller position is assigned to the Administrative Services Division, Master Agreement, Special Projects and Facilities Section where it is responsible for supervising other Program Specialist II positions and overseeing the more complex work orders and master agreement issues, including solicitation and evaluation of bids and the selection of firms. The duties and responsibilities of the position meet allocation standards for the Program Specialist III, Auditor-Controller, including the review and preparation of detailed analysis of countywide departmental organizations, management, and programs to improve operational efficiency and reduce operating expenditures. Therefore, we recommend the upward reclassification to Program Specialist III, Auditor-Controller.

CHILD SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Attorney II, Child Support Services Item No. 9285A NMX 102B Non-Represented	3	Attorney III, Child Support Services Item No. 9286A NMW 111B Non-Represented

The subject Attorney II, Child Support Services (CSS) positions report to an Attorney IV, CSS and independently perform a comprehensive array of child support legal work. In order to meet federally mandated performance goals and the department's strategic plan, the attorneys work on difficult cases and handle rarely used specialized enforcement actions involving complex litigation. Therefore, we recommend the upward reclassification of the subject positions to Attorney III, CSS, a class that works independently and performs a wide-range of difficult and complex legal work required to process civil and criminal actions as well as to establish paternity.

ATTACHMENT E**COUNTY COUNSEL**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Paralegal Item No. 9232A NMW 82H Non-Represented	1	Administrative Assistant III Item No. 0889A NM 88A Represented

The subject Paralegal position reports to the Litigation Cost Manager, and will assist the manager by performing high-level analysis, conducting trend assessments, providing recommendations, and preparing reports. Specifically, the position will prepare reports for the Board with detailed litigation activities including litigation costs, cost containment efforts, and cost reductions; gather, evaluate, and analyze information, claims and lawsuits to identify trends and opportunities for improvement; and conduct research on the effectiveness of litigation cost containment policies and procedures to determine applicability for use in Los Angeles County. Therefore, we recommend the upward reclassification of the subject position to Administrative Assistant III, a class responsible for defining, analyzing, and making recommendations for the solution of highly-complex operating, budgetary, and other management problems, and participating in their solution.

FIRE DEPARTMENT – SPECIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Student Professional Worker I Item No. 8243F Flat Hourly Rate Represented	1	Student Professional Worker, Information Technology Item No. 2482F Flat Hourly Rate Non-Represented
1	Student Worker Item No. 8242F Flat Hourly Rate Represented	1	Student Worker, Information Technology Item No. 2481F Flat Hourly Rate Non-Represented

The subject Student Professional Worker I and Student Worker positions report to the GIS section and perform duties related to data entry and map production using GIS software. Specifically, the Student Professional Worker I position prepares and edits maps using ArcGIS, ArcMap, and other database programs, in order to provide data and map information to field personnel. The Student Worker position enters and updates data sets in ArcGIS and prepares and edits maps. Positions allocated to the Student Professional Worker, Information Technology perform sub-professional duties in IT systems while enrolled in college at the junior level in an accredited college, and positions allocated to Student Worker, Information Technology receive on-the-job training and practical experience to develop job skills related to IT while enrolled in college. Therefore, we recommend the upward reclassification of the subject positions to Student Professional Worker, Information Technology and Student Worker, Information Technology.

ATTACHMENT E**HEALTH SERVICES – ADMINISTRATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Head Departmental Personnel Technician Item No. 1850N NM 96F Non-Represented	1	Payroll Clerk II Item No. 1334N NMV 73G Represented

The subject Head Departmental Personnel Technician (Head DPT) position is currently assigned to Payroll Unit, which is not typically allocated this level of technical expertise. During the time of the department-wide study of all Head DPT positions it was discovered that the position was on loan to HR Office Services, and later to HR Operations. The department has since officially placed it in Payroll Unit and indicated that they are planning to submit a reorganization of this area. Therefore, since the Head DPT class has been identified by CEO Classification for deletion, we recommend the downward reclassification of the subject position to Payroll Clerk II, as a placeholder, until such time as the Department submits their proposal for reorganization.

HEALTH SERVICES – LAC+USC

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Community Worker I Item No. 8104N NR 65E Represented	1	Community Worker Item No. 8103N NR 64B Represented

The subject Senior Community Worker I position reports to a Supervising Clinic Nurse I in the Family Planning Clinic and is responsible for assisting in providing education and information on family planning such as birth control, providing information available for various social or health services outreach programs and assisting the clinical staff with scheduling follow-up services. The duties and responsibilities of the subject position conform to those of the Community Worker classification, which is responsible for assisting professional staff in providing direct health, mental health, or social services to clients and patients. Therefore, we recommend the downward reclassification to Community Worker.

ATTACHMENT E**HEALTH SERVICES – METROCARE NETWORK**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Community Worker I Item No. 8104N NR 65E Represented	1	Community Worker Item No. 8103N NR 64B Represented

The subject Senior Community Worker I position reports to a Supervising Clinic Nurse I and is responsible for assisting in providing specialty clinic services to clients/patients by collecting and recording information, providing patient education and counseling, arranging transportation assistance, and making referrals to community service providers. The duties and responsibilities of the subject position conform to those of the Community Worker classification, which is responsible for assisting professional staff in providing direct health, mental health, or social services to clients and patients. Therefore, we recommend the downward reclassification to Community Worker.

MEDICAL EXAMINER-CORONER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Criminalist Item No. 4336A 103J Represented	1	Supervising Criminalist I Item No. 4340A 105J Non-Represented

The subject Senior Criminalist position is assigned to the Forensic Science Laboratories Bureau and reports to the Chief, Forensic Laboratories. The duties of the subject position include managing and supervising the Gunshot Residue Program, Toolmarks Program, and Evidence Unit that services 187 law agencies within and outside of Los Angeles County; scheduling and approving time-off requests; writing performance evaluations; assigning cases and maintaining workflow; and providing the final approval of test results. The duties performed by the subject position meet the classification standards for Supervising Criminalist I. Positions in this class supervise a team of criminalist personnel assigned to the Forensic Laboratories Division of the department. As such, we recommend the upward reclassification to Supervising Criminalist I.

ATTACHMENT E**MENTAL HEALTH**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Clinical Psychologist II Item No. 8697A N2M 101H Represented	1	Mental Health Clinical Program Manager I Item No. 4740A NM 106J Non-Represented
1	Intermediate Typist-Clerk Item No. 2214A NMV 65A Represented	1	Patient Resources Worker Item No. 9192A N3M 67A Represented
1	Mental Health Psychiatrist Item No. 4735A N42 D13 Represented	1	Supervising Mental Health Psychiatrist Item No. 4737A N42 E15 Non-Represented
1	Supervising Psychologist Item No. 8712A N2M 103D Represented	1	Clinical Psychologist II Item No. 8697A N2M 101H Represented

The subject Clinical Psychologist II position reports to the Mental Health Clinical District Chief for the Office of the Medical Director, Managed Care Division, where it is responsible for planning, assigning, evaluating, directing, and supervising the Outpatient Administration, Professional Services, and Medi-Cal authorization program through subordinate multi-disciplinary staff; coordinating the development and implementation of Managed Care authorizations and Cal MediConnect Program trainings for directly operated and contracted clinics; formulating policies and procedures to assist in the regulation of mental health services provided under the program; and investigating concerns from patients, providers, health plans, and public agencies related to the program. The duties and responsibilities of the position meet the allocation standards for Mental Health Clinical Program Manager I, which oversees the development and direction of mental health services programs for small- to medium-sized clinics, or for the development of comparable Service Area-based or Countywide programs. We, therefore, recommend upward reclassification to the Mental Health Clinical Program Manager I level.

ATTACHMENT E

The subject Intermediate Typist-Clerk position is assigned to the Women's Community Reintegration Center under the Adult Justice, Housing, Employment and Education program, where it is responsible for providing financial screening services to clients seeking mental health services. Specifically, the duties include determining clients' ability to pay or eligibility for assistance; following up with clients regarding delinquent accounts; and recording client benefit information into the departmental health care electronic billing system. The duties and responsibilities of the position meet allocation standards for Patient Resources Worker, which identifies patients' financial resources to pay for medical and/or mental health care and services; and assist patients in making assignments for medical benefits, and completes standardized billing forms. Therefore, we recommend the upward reclassification to Patient Resources Worker.

The subject Mental Health Psychiatrist position reports to the Mental Health Clinical District Chief in the Office of the Medical Director, Managed Care Division, where it is responsible for providing clinical and administrative supervision to a multidisciplinary team that includes Mental Health Psychiatrists, Credentialing Specialists, and a Clinical Psychologist II. Specifically, the position formulates policies and plans regarding clinical activities and practices and oversees the mandated credentialing and privileging activities for over 2,000 personnel, as well as the Initial Physician Review Team, which is responsible for receiving and reviewing hospital charts and determining whether medical necessity criteria has been established by the hospital physician for Medi-Cal beneficiaries who receive services in-network and out-of-network psychiatric hospitals. The duties and responsibilities of the position meet allocation standards for the Supervising Mental Health Psychiatrist classification, which typically has full technical and supervisory responsibility for a small program or unit within a larger program. Therefore, we recommend the upward reclassification to Supervising Mental Health Psychiatrist.

The subject Supervising Psychologist position reports to the Clinical Psychologist II in the Office of the Medical Director, Managed Care Division, where it is responsible for reviewing, evaluating, and authorizing prospective psychological testing submitted by Medi-Cal Fee-for-Service individual and group network providers and service providers from directly operated outpatient clinics, legal entity agencies, and juvenile court mental health. The position further provides consultation and training on clinical and administrative issues related to psychological testing. The duties and responsibilities of the position meet allocation standards for the lower-level Clinical Psychologist II classification, which typically provides the full range of professional psychological services relating to the diagnosis and selecting, administering, and interpreting various types of testing instruments. Therefore, we recommend the downward reclassification to Clinical Psychologist II.

ATTACHMENT E**PARKS AND RECREATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Departmental Facilities Planner I Item No. 4108A 99C Represented	1	Departmental Facilities Planner II Item No. 4112A 101C Represented

The subject Departmental Facilities Planner I position reports to a Manager II, Facilities Operation and Crafts and is located in the Project Management Section of the Construction Division. The position is responsible for managing an active construction program and acts independently to execute a wide range of facilities-related projects. The position assists in budgeting and capital projects planning, and guides staff in performing construction management duties. The duties and responsibilities of the subject position meet the classification standards for the Departmental Facilities Planner II classification, which is responsible for long-range and master planning for the facilities they are charged with; exercising a high-level of independence in carrying out assigned duties, and carrying supervisory responsibility over lower-level facilities planning positions. As such, we recommend the upward reclassification to Departmental Facilities Planner II.

PUBLIC LIBRARY

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Accountant II Item No. 0647A NM 81F Represented	1	Accountant III Item No. 0648A NM 85H Represented
		1	Accounting Officer II Item No. 0657A NM 92D Represented
1	Fiscal Officer I Item No. 0752A NM 99C Non-Represented	1	Accounting Officer III Item No. 0658A NM 101C Non-Represented

ATTACHMENT E

The subject Accountant II positions both report to a Fiscal Officer I over Budget and Fiscal Services. The first position supervises subordinate accounting staff in the Expenditure and Accounts Payable Sections and reviews fines and fees, donations, lost materials, developer fee collection, and refunds, and monitors the department's Federal, State, and other governmental grant expenditure activities. A review of the duties and responsibilities of the position indicates the level of work performed is consistent with the class concept of Accounting Officer II, which performs professional accounting work and directs a moderate-sized staff in the operation of a moderate- to large-scale complex accounting program and in the work of a group of related activities of a department. Therefore, we recommend upward reclassification to Accounting Officer II.

The second Accountant II position is responsible for supervising, planning, and assigning the work of staff in the Accounts Payable Section. In addition, the position has Countywide responsibility for generating payment vouchers in eCAPS for the purchase of library materials, supplies, equipment, services, training programs, adult and children programs, disposal, and rental or lease of equipment. The duties and responsibilities of the subject position are at the level of Accountant III, which performs responsible and highly-complex professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation, and control of financial records and fiscal revenue and expenditures forecasting. Positions also supervise and/or perform highly-complex accounting work. Therefore, we recommend upward reclassification to Accountant III.

The Fiscal Officer I position reports to the Departmental Finance Manager II and performs highly-complex accounting work and manages a staff of 13, including two subordinate supervisors. Specifically, the position oversees the disbursement of payments for the Public Library's services, supplies, other charges, and fixed asset operating and accumulated capital outlay budgets, preparing and coordinating the department's annual cost reports, developing cost estimates, and approving claims for reimbursement of grant expenditures. The duties and responsibilities of the subject position are at the level of Accounting Officer III, which performs professional accounting work and directs a moderate-sized staff in the operation of a large-scale complex accounting program and in the work of a large group of related activities of a department. Therefore, we recommend upward reclassification to Accounting Officer III.

ATTACHMENT E

PUBLIC WORKS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Power Line Worker Item No. 6454A Flat Rate Represented	1	Electrician Item No. 6471A Flat Rate Represented
1	Power Line Worker Item No. 6454C Flat Rate Represented	1	Electrician Item No. 6471C Flat Rate Represented
1	Power Line Working Supervisor Item No. 6456A Flat Rate Represented	1	Electrician Working Supervisor Item No. 6477A Flat Rate Represented

The subject positions are located within the Operational Services Division and perform the overhead lighting work such as maintaining and repairing electrical systems at dams, debris basins, pump stations, low-flow diversions, and the yard facilities in the Road and Flood Maintenance Division.

The Power Line Worker classification typically performs journey-level line work in the installation, alteration, maintenance and repair of high-voltage power lines, cables, and related equipment. In contrast, the Electrician classification is defined by its responsibility for performing journey-level electrical work in the installation, maintenance, and alteration of electrical systems and equipment. Therefore, we recommend the lateral reclassification of the subject two Power Line Worker positions to Electrician.

The Power Line Working Supervisor is characterized as providing administrative and technical supervision to an established high-voltage power line unit. In contrast, the Electrician Working Supervisor classification works under the direction of a higher-level Electrician Supervisor, and is responsible for supervising and participating in the work of a crew of five or more journey-level and sub-journey-level positions. As such, we recommend the lateral reclassification of Power Line Working Supervisor to Electrician Working Supervisor.

ATTACHMENT E**SHERIFF – ADMINISTRATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Administrative Services Manager I Item No. 1002A NM 95E Non-Represented	2	Administrative Services Manager II Item No. 1003A NM 98E Non-Represented

The subject Administrative Services Manager I positions both report to an Administrative Services Manager III in Personnel Administration Bureau/Test Development Unit. The positions perform the most complex and difficult test development and provide guidance to analysts in the unit. The request for reclassification was based on the nature and enhanced complexity of sworn exams, the recent undertaking of responsibility for components of test development which was previously provided by contractors, and the establishment of the dual track Deputy Sheriff exam process. A review of the duties and responsibilities of the position indicates the level of work performed is consistent with the class concept of Administrative Services Managers II, which are typically allocated to major, complex administrative services divisions where they function in a lead capacity with responsibility for making recommendations and providing guidance and direction to staff on the most specialized, complex, and difficult analytical assignments which impact major departmental programs and administrative operations. Therefore, we recommend upward reclassification to the Administrative Services Manager II level.

ATTACHMENT E**SHERIFF – DETECTIVE SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMV 65A Represented	1	Sheriff Station Clerk II Item No. 1133A NMV 71F Represented

The subject Intermediate Typist-Clerk position is assigned to the Narcotics Bureau, Asset Forfeiture Unit and reports to a Sergeant. The current duties of the position require the utilization of local, state, and Federal law enforcement computer systems associated with the asset forfeiture process and the performance of a large array of highly-specialized clerical functions such as maintaining statistical forfeiture related reports, entering and extracting pertinent background information, and typing and reviewing time sensitive memoranda and letters. The duties and responsibilities of the position meet the allocation standards for Sheriff Station Clerk II. Positions in this class perform a full range of specialized police clerical functions in a Sheriff's station or special unit of assignment. Therefore, we recommend the upward reclassification to Sheriff Station Clerk II.

SHERIFF – GENERAL SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Commander Item No. 2723A NW 121F Non-Represented	1	Assistant Division Director, Sheriff Item No. 1066A N23 S16 Non-Represented

The subject Commander position is located in the Technology and Support Division/Technical Services Administration Headquarters and is responsible for directing, through subordinate bureau directors, the division's records, biometric identification, forensic sciences, crime analysis/intelligence, and technology planning and innovation units. Since the position is responsible for directing specialized department-wide programs or major administrative technical functional areas in various divisions of the Sheriff's Department, primarily composed of civilian staff, the department requested the position be reclassified to Assistant Division Director, Sheriff. Therefore, we recommend upward reclassification to Assistant Division Director, Sheriff.